

ADS Supplementary Reference:
File Name:

505
5056s1 DR-CD 11

USAID FORMS CATALOG

AID FORM NUMBER	REVISION DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
2-2	05-91	PASA-Participating Agency Service Agreement between the Agency for International Development and	M/OP/P	ADS 306	CASU WAREHOUSE OR AVAILABLE ON NMS	
2-2A	02-88	Budget Plan - Appendix B	M/OP/P	ADS 306	CASU WAREHOUSE OR AVAILABLE ON NMS	
2-2C	08-74	Appendix A - Scope of Work	M/OP/P	ADS 306	CASU WAREHOUSE OR AVAILABLE ON NMS	
2-5	07-83	Participating Agency Certification of Candidate's Qualifications	IG/SEC	ADS 306	CASU WAREHOUSE	
240-2	05-91	Resources Support Services Agreement A.I.D. and (Agency)	M/OP/PS/SUP	ADS 306	M/OP/PS/SUP OR AVAILABLE ON NMS	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
240-2A	01-91	RSSA-Budget Agreement	M/OP/P	ADS 306	M/OP/PS/SUP OR AVAILABLE ON NMS	
240-2B	09-72	RSSA-Continuation Sheet	M/OP/P	ADS 306	M/OP/PS/SUP OR AVAILABLE ON NMS	
282	12-91	Supplier's Certificate and Approval Agreement with the Agency for International Development	M/OP/P	ADS 306	CASU WAREHOUSE	OMB Approval No. 0412-0012
3-1	04-93	Forms Approval Request	M/AS/IRD	ADS 505	CASU WAREHOUSE	
3-2	05-90	AID Forms Register	M/AS/IRD	ADS 505	M/AS/IRD	
3-12	05-94	Authorization of Official Entertainment Expenses	M/OP/B/SAS	HB 19, Ch 12	M/OP/B/SAS	
3-41	09-62	Registered Matter Record	M/AS/IRD	ADS 502	M/AS/IRD	
3-69	03-89	USAID Directives System Review Request	M/AS/IRD	ADS 501	CASU WAREHOUSE	
3-184	06-90	Forms Quantity Control Record	M/AS/IRD	ADS 505	M/AS/IRD	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
3-198	04-94	Report Approval Application	M/AS/IRD	ADS 506	CASU WAREHOUSE	
3-252	05-92	USAID Directives System Issuance	M/AS/IRD	ADS 501	CASU WAREHOUSE	
320-23	03-74	Computer Run Request	M/IRM/TCO		M/IRM/TCO	
320-32	04-85	Request to Modify the Decode File	M/IRM/TCO	HB 18	M/IRM/TCO	
320-36	11-90	Weekly Activity Report	M/IRM/PMA		M/IRM/PMA	
320-40	09-90	Change Request for Computer User Identification (User-ID) Dictionary	M/IRM/CLS		M/IRM/CLS	
320-41	12-78	Memo Re: Request for Loan of Portable Terminal-Written Transfer of Responsibility	M/IRM/TCO		M/IRM/TCO	
330-1	01-77	Direct Hire Foreign National Employment Report (FNER)	M/HR/WPRS/PS	HB 32, Ch 4	CASU WAREHOUSE	
330-4	02-93	Project Status Card	M/AS/IRD		M/AS/IRD	
330-6	03-97	EOP Action Request	EOP		EOP	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
330-7	07-93	Facsimile Transmittal Cover Sheet	M/IRM/TCO		M/IRM/TCO OR AVAILABLE IN WORDPERFEC T MACRO	
352-3	05-88	Report of Accident Other Than Motor Vehicle	GC/EPA	HB 23, Ch 15	CASU WAREHOUSE	
4-10	04-60	Checklist for Processing FS Employees	M/HR/AMS		CASU WAREHOUSE	
4-56	10-63	Employment Processing Worksheet	M/HR/PERS		CASU WAREHOUSE	
4-153	07-84	Selection Board Ranking	M/HR/PMES	HB 25, Ch 40	M/HR/WPRS/PS	
4-174	03-91	Employment Conditions for Career Candidates Foreign Employees	M/HR/FSP		CASU WAREHOUSE	
4-243	12-78	Request for Leave Without Pay in Connection with RIF (Foreign Service ONLY)	M/HR/PCF/P	HB 30, Ch 2	M/HR/PCF/P	
4-253	06-91	Completion of Assignment Report	M/HR/CSPE	HB 25, Ch 6	CASU WAREHOUSE OR AVAILABLE IN MACRO	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
4-312	03-94	Overseas Return Certificates	M/HR/POD	HB 32, Ch 5	CASU WAREHOUSE	
4-366	09-67	Instructions for Appointees	M/HR/WPRS/PS		CASU WAREHOUSE	
4-397	03-80	Request for Waiver of Language Training in the U.S.	M/HR/TD/XT	HB 28, Ch 4E1	CASU WAREHOUSE	
4-416	04-90	Application for Short-Term & Executive Training	M/HR/TD/XT	HB 28, Ch 4	CASU WAREHOUSE	
4-470	01-91	Application for Language Training	M/HR/TD/XT	HB 28, Ch 4	CASU WAREHOUSE	
4-483	02-91	Request for Employment of Consultant or Expert	M/HR/WPRS/PS	HB 25, Ch 14	CASU WAREHOUSE	
4-487	11-69	Checklist for International Development Intern Candidates	M/HR/R	HB 25, Ch 16	M/HR/R	
4-489	06-91	Applicant Questionnaire Merit Promotion	M/HR/POD	HB 25	CASU WAREHOUSE	
4-497	02-94	Supplemental Qualifications	M/HR/WPRS/PS		M/HR/WPRS/PS	
4-498	03-94	Miscellaneous Data	M/HR/WPRS/PS		M/HR/WPRS/PS	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
4-501	02-77	Language Proficiency and MLAT	M/HR/WPRS/PS		M/HR/TD	
4-501A	11-76	Foreign Language Qualifications	M/HR/TD/XT		M/HR/TD	
4-503	07-70	EDR Print Request	M/HR/WPRS/PS		M/HR/WPRS/PS M/HR/EM	
4-512	05-94	SPAR Staffing Pattern Action Request	M/HR/WPRS/PS	HB 32, Ch 2	CASU WAREHOUSE OR AVAILABLE IN WORDPERFEC T MACRO	
4-523	07-70	Replacement Positions	M/HR/WPRS/PS		M/HR/SCD M/HR/EM	
400-1		Annual Evaluation Form	M/HR/PS	ADS 462	AVAILABLE IN WORDPERFEC T MACRO	
400-2		Employee Statement	M/HR/PS	ADS 462	AVAILABLE IN WORDPERFEC T MACRO	
400-3		Skills Feedback Worksheet	M/HR/PS	ADS 462	AVAILABLE IN WORDPERFEC T MACRO	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
400-4	08-97	Family and Medical Leave Application Request	M/HR/PPIM/PP	ADS 481	CASU WAREHOUSE	
400-7	12/97	USAID Self-Certification Safety Checklist for Home- Based Telecommuters	M/HR/PPIM/PP		Internet	
400-8	12/97	USAID Telecommuting Agreement Between USAID and Employee Approved for Telecommuting on a Continuing Basis	M/HR/PPIM/PP	ADS 405	Internet	
400-9	02/98	Time and Attendance Supporting Documentation	M/HR/PPIM/PP			
410-2	11-73	Request for Employment Under the Inter-government Personnel Act of 1970	M/HR/CSP	HB 25, Ch 16	CASU WAREHOUSE	
410-4	11-79	Authority for Release of Medical Information	M/HR/EM M/HR/CSP	HB 6, Ch 1	M/HR/EM M/HR/CSP	
410-6	04-93	Request for Medical Clearance Information	M/HR/PMES	HB 25	M/HR/EM	
410-10	09-86	SES Performance Planning & Appraisal Report	M/HR/PMES	HB 25, Ch 15	M/HR/PMES	
410-12	12-80	Qualifications Inquiry	M/HR/CSP		M/HR/CSP	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
410-13	01-85	Medical Examination Notification	M/HR/EM	HB 25	M/HR/FSP	
410-14	03-91	Employment Conditions for Limited	M/HR/ESP		CASU WAREHOUSE	
420-8	07-88	Long Term Training Application	M/HR/TD/XT	HB 28, Ch 9	CASU WAREHOUSE	
430-1	05-80	Blood Donor Program Information	AA/M		AA/M	
430-3	10-80	Overtime Authorization and Report	M/FM/ASD	HB 26, Ch 8	CASU WAREHOUSE	
430-4	07-86	Overseas Position Evaluation Form	M/HR/POD/PMC	HB 33	CASU WAREHOUSE	
440-4	08-92	Initial Interview & Informal EEO Counseling Report	EOP	HB 24, Ch 5	EOP	
440-5	08-92	EEO Counselor Report	EOP	HB 24, Ch 5	EOP	
440-6	08-92	Individual Complaint Form for Employment Discrimination	EOP	HB 24, Ch 5	EOP	
450-1	08-72	AID/W Emergency Locator Card	M/HR/EM	HB 29, Ch 2	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
450-3	01-74	Employee Suggestion Form for USAID/W Employees Only	M/HR/PME	HB 29, Ch 5	CASU WAREHOUSE	
450-4	01-80	Suggestion Record	M/HR/PS	HB 29, Ch 5	M/HR/PS	
450-5	07-89	Continuation of FEMB Coverage While on Military Leave	M/HR/CSP		M/HR/CSP	
456-1	12-93	On the Spot Cash Awards Program	M/HR/PMES/PMA	HB 29	CASU WAREHOUSE	
456-2	12-93	Time-Off Awards Program	M/HR/PMES/PMA	HB 29	CASU WAREHOUSE	
460-2	12-75	Analysis of Position Requirements	M/HR/TD	HB 28, Ch 6	CASU WAREHOUSE	
460-3	08-81	Individual Development Plan	M/HR/TD	HB 28, Ch 6	CASU WAREHOUSE	
460-6	11-86	Employee Data Record Print	M/HR/WPRS/PS	HB 32, Ch 2	M/IRM/AS	
460-7A	05-92	IDI Performance Evaluation Report	M/HR/WPRS/PS	ADS 459	CASU WAREHOUSE	
460-8	04-79	Individual IDI Training Record	M/HR/WPRS/PS	ADS 459	CASU WAREHOUSE	
460-9	11-76	Training Survey (PER 15)	M/HR/CSP		M/HR/CSP	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
460-10	11-76	EDR Print Review Date	M/HR/WPRS/PS		M/HR/WPRS/PS	
460-15	04-83	Registration Form: Country Specific Studies Self-Study Module	M/HR/TD		M/HR/TD	
460-16	04-83	Application for Dependent Care/Training Grant	M/HR/TD/XT	HB 28, Ch 2	CASU WAREHOUSE	
460-17	04-83	Certification for Dependent Care/Training Grant	M/HR/TD/XT	HB 28, Ch 2	CASU WAREHOUSE	
466-1	06-71	Correct Chronological Data Record	M/HR/WPRS/PS		M/HR/POD	
466-2	01-83	Derived Data Correction Employee Data	M/HR/WPRS/PS		M/HR/POD	
466-7	11-71	External Switch Data	M/HR/WPRS		M/HR/WPRS/PS	
490-4	06-80	Accounting for Disclosure Record	M/HR/WPRS	HB 32, Ch 1	M/HR/WPRS/PS	
5-4	02-93	Letter to Embassy Re: Request to affix Visa to Passport	M/AS/TT	HB 22	M/AS/TT	

AID FORM NUMBER	REVISION DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
5-7	07-92	Supplies/Equipment Services Request	M/AS/CPD	ADS 519	CASU WAREHOUSE OR AVAILABLE IN WORDPERFECT MACRO	
5-8	09-91	Request and Authorization of Official Travel	M/AS/TT	ADS 522	TRAVEL MANAGER	
5-18	12-90	Printing and Distribution Request	M/AS/CPD	ADS 507	CASU WAREHOUSE OR AVAILABLE IN WORDPERFECT MACRO	
5-20	10-91	Visa Requirement worksheet	M/AS/TT		M/AS/TT	
5-26	04-91	Document Purchase Order	M/AS/CPD		M/AS/CPD	
5-27	07-57	Daily Work Schedule for Visa Clerk	M/AS/TT		M/AS/TT	
5-32	12-91	Order Status Sheet	M/OP/B/SAS		M/OP/B/SAS	
5-44B	05-93	Packers Authorization	M/AS/TT	HB 22	M/AS/TT	
5-45	02-81	Notification of Retirement of Inactive Records	M/AS/IRD	ADS 502	CASU WAREHOUSE	

AID FORM NUMBER	REVISION DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
5-51	04-91	Pouch Mail Invoice/Receipt	M/AS/CPD		M/AS/CPD	
5-52	05-92	Express Mail & Courier Request	M/AS/CPD	ADS 508	CASU WAREHOUSE OR AVAILABLE IN WORDPERFEC T MACRO	
5-68	07-55	Charge and Follow-up of Files	M/AS/IRD	ADS 502	CASU WAREHOUSE	
5-73	10-75	Nonexpendable Personal Property Disposal Record - - Missions	M/AS/OMS	HB 23, Ch 13	CASU WAREHOUSE	
5-84	02-93	Inventory of Emergency Operating Records	M/AS/IRD	ADS 502	CASU WAREHOUSE	
5-85	01-89	Transmittal of Vital Records for Safe Storage	M/AS/IRD	ADS 502	CASU WAREHOUSE	
5-86	02-93	Inventory of Rights and Interest Records	M/AS/IRD	ADS 502	CASU WAREHOUSE	
5-95	01-75	Telephone Request	M/IRM/AS		CASU WAREHOUSE	
5-97	04-62	Pouch Dispatch Record	M/AS/CPD		M/AS/CPD	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
5-127	02-58	Signature Tabs	M/AS/IRD	ADS 509	CASU WAREHOUSE	
5-127A	02-58	Clearance Tabs	M/AS/IRD	ADS 509	CASU WAREHOUSE	
5-169	03-59	Backing Sheet USAID Action Communication	M/AS/IRD	ADS 509	CASU WAREHOUSE	
5-192	02-70	Notice of Signing Authority for Cablegrams and Airgrams	M/IRM/TCO	ADS 549	M/IRM/TCO	
5-197	04-92	Motor Vehicle Record	M/AS/OMS	HB 23, Ch 6	CASU WAREHOUSE	
5-230	04-79	Property Survey Report	M/OP/B/SAS	HB 20	CASU WAREHOUSE	For M/OP/B/SAS Use Only
5-236	07-64	UEF Unsatisfactory Equipment Report	M/AS/OMS	HB 23, Ch 6	CASU WAREHOUSE	
5-237	04-92	Monthly Record of Automobile	M/AS/OMS	HB 23, Ch 6	CASU WAREHOUSE	
5-238	04-92	Parts Slip and Work Required	M/AS/OMS	HB 23, Ch 6	CASU WAREHOUSE	
5-248	06-73	Memo to State Dept. Re: Introducing Employee or Dependent for Visa & Passport	M/AS/TT	ADS 522	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
5-250A	06-83	Telecommunication Branch Monthly Work Load Report	M/IRM/AS		M/IRM/AS	
5-255	03-93	Passport Request	M/AS/TT/T	ADS 522	M/AS/TT/T	
5-255A	09-91	Passport Request Worksheet	M/AS/TT/T	ADS 522	M/AS/TT/T	
5-258	08-69	Reference Material Due Slip	POL/CDIE		POL/CDIE	
5-266	12-90	Mail Accounting & Information Listing	M/AS/CPD		M/AS/CPD	
510-1	10-91	Pre-Call Authorization of Long Distance Calls	M/IRM/TCO		CASU WAREHOUSE	
510-4	04-88	Telegram Distribution Requirements	M/IRM/AS		M/IRM/AS	
520-2	09/95	Records Inventory and Disposition Plan	M/AS/IRD	ADS 502	CASU WAREHOUSE OR AVAILABLE IN WORDPERFEC T MACRO	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
520-2A	10-92	Records Inventory and Disposition Plan (Cont.)	M/AS/IRD	ADS 502	CASU WAREHOUSE OR AVAILABLE IN WORDPERFEC T MACRO	
530-1	03-87	Purchase Order	M/OP/B/SAS	ADS 542	M/IRM/MPS	Electronically on Xerox 8700
530-2	07-84	Order for Supplies or Service-Service- Continuation Schedule	M/OP/B/SAS		CASU WAREHOUSE	
530-3	05-91	Credit Card Purchase Transaction	M/OP/B/SAS	ADS 513	M/OP/B/SAS OR AVAILABLE IN WORDPERFEC T MACRO	
530-4	07-91	Requisition Transmittal Slip	M/OP/B/SAS		M/OP/B/SAS	
530-5	10-90	Credit Card Telephone Order Log	M/OP/B/SAS		M/OP/B/SAS	
530-5A	10-90	Credit Card Telephone Order (cont.)	M/OP/B/SAS		M/OP/B/SAS	
530-6	03-91	Petty Cash Order	M/OP/B/SAS		M/OP/B/SAS	
540-3	10-76	Vehicle Dispatch Analysis Format	M/AS/OMS	HB 23, Ch 6	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
540-4	10-88	Nonexpendable Property Reconciliation	M/AS/OMS	HB 23, Ch 4	CASU WAREHOUSE	
540-4A	10-88	Continuation Sheet for Form USAID 540-4	M/AS/OMS	HB 23, Ch 4	CASU WAREHOUSE	
540-6	04-82	USAID/W Personal Property Inventory Issue/Return Receipt	M/AS/CPD	HB 20	CASU WAREHOUSE	
540-8	08-88	USAID-Owned & Controlled Personal Property	M/AS/CPD	HB 20, Ch 7	CASU WAREHOUSE	
560-9	09-92	Travel Service Questionnaire	M/AS/TT/T	HB 22	M/AS/TT/T	
560-11	09-92	Visa Request	M/AS/TT/T	HB 22, Ch 5	M/AS/TT/T	
570-1	06-83	Mailing Questionnaire	LPA/PI		LPA/PI	
570-2	04-91	USAID Printing and Specification Form	M/AS/CPD		M/AS/CPD	
590-7	10-88	USAID POL/CDIE/DI Report Processing Form	POL/CDIE/DI	ADS 540	POL/CDIE/DI	
6-1	02-82	Request for Security Action	IG/SEC	HB 6 Ch 5	CASU WAREHOUSE	
6-9	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
6-9A	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9B	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9C	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9D	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9E	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9F	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9G	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9H	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9I	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9J	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9K	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9L	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9M	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9N	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9O	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9P	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9Q	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
6-9R	06-90	Report of Investigation	IG/SEC	HB 6	IG/SEC/PI	
6-9S	06-90	Statement of Subject	IG/SEC	HB 6	IG/SEC/PI	
6-9T	06-90	Medical Interview	IG/SEC	HB 6	IG/SEC/PI	
6-10	03-85	Request for Clearance (Contract)	IG/SEC	HB 6	CASU WAREHOUSE	
6-12	11-56	Security File Labels	IG/SEC		CASU WAREHOUSE	
6-36	06-83	Memo Re: Request for Security Action Follow-up	IG/SEC	HB 6	IG/SEC/PI	
6-75	05-65	Cover Record Sheet	IG/SEC		IG/SEC	
6-85	05-92	Foreign Residence Data (Supplement)	IG/SEC	HB 6, Ch 5	CASU WAREHOUSE	
6-97	09-69	Security Acknowledgement (U.S. Contractor Employees)	IG/SEC	HB 6	IG/SEC	
6-98	09-69	Separation Statement (U.S. Contractor Employees)	IG/SEC	HB 6	IG/SEC	
6-102	04-93	Records of Release of Information	IG/SEC		CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
610-5	11-87	Authorization to Issue Dept. of State Building Pass A	IG/SEC		IG/SEC/PI	
610-5A	11-87	Authorization to Issue Dept. of State Building Pass B	IG/SEC	HB 6, Ch 6	IG/SEC/PI	
610-6	10-93	Identification Pass Record	IG/I&S/ES		IG/I&S/ES	
610-14	05-92	Authority for Information	IG/SEC	HB 6, Ch 5	CASU WAREHOUSE	
610-23	06-83	National Agency Check	IG/SEC	HB 6	IG/SEC	
610-26	07-84	Subpoena Duces Tecum	IG/LC		IG/LC	
620-4	09-84	Records Review	IG/I		IG/I	
620-6	11-90	Incident Report	IG/SEC		CASU WAREHOUSE	
620-7	09-86	Consent Statement	IG/SEC		IG/SEC	
620-8	09-86	Confidential Fund	IG/I		IG/I	
620-9	09-86	Inventory List	IG/I		IG/I	
620-10	09-86	Evidence Tag	IG/I		IG/I	
620-11	09-86	Evidence Label	IG/I		IG/I	
620-12	09-86	Evidence/Property Receipt	IG/I		IG/I	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
630-2	12-72	Classified Document Index Card	IG/SEC	HB 6	CASU WAREHOUSE	
630-3	11-95	Sensitive But Unclassified	IG/SEC	HB 6, Ch 6	CASU WAREHOUSE	
7-7	10-90	Miscellaneous Obligation Document	M/FM/A/OE	HB 19, Ch 2	CASU WAREHOUSE	
7-27	09-91	Letter of Commitment	M/FM/A/OE	HB 19	CASU WAREHOUSE	
7-28	11-64	Amendment to Letter of Commitment	M/FM/A/LC	HB 4	M/FM/A/LC	
7-47A	09-96	Employee Accountability Clearance for Separation/Transfer	M/HRD/EM M/FM/SCD	HB 19, Ch 14B	CASU WAREHOUSE	
7-49	10-91	Notice of Allowable Travel/Transit Time While in Travel Status	M/FM/CSP	HB 27	CASU WAREHOUSE	
7-62	01-89	Overtime Authorization & Report (Worksheet)	M/AS/ISS		M/AS/ISS	
7-123	07-72	Signature of Certifying Officer	M/FM/CAR		M/FA/FM/CAR	
7-128	11-83	Notice of Collection Adjustment	M/FM/CARD	HB 19, Ch 10	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
7-129	10-91	Bill of Collection	M/FM/CARD, M/FM/P, M/FM/AD	HB 19, Ch 7	CASU WAREHOUSE	
7-148	12-83	USAID/W Advice of Charge	M/FM/CARD		USAID COMPUTER CENTER	
7-158	04-90	Advice of Allotment	M/FM/FC	HB 19	M/FM/CAR OR AVAILABLE ON NMS	
7-178	04-69	Technical Assistance Project Ledger	M/FM/P/SM	HB 19, Ch 8	M/FM/P/SM	
7-226	11-90	Letter of Commitment	M/FM/A/LC		M/FM/A/LC	
7-226A	11-90	Letter of Commitment Continuation Sheet	M/FM/A/LC		M/FM/A/LC	
7-236	05-68	Report of Billing and Collection Transactions	M/FM/FPS	HB 19	CASU WAREHOUSE	Report Control Symbol U-141 Prepared by IRM/TCO
7-314	08-84	Time & Attendance Report	M/FM/ASP	HB 27	CASU WAREHOUSE	
7-352	01-70	Records of Cash Count	M/FM/CMP		M/FM/CMP	
7-354	08-78	Computer Leave Adjustment Abstract	M/FM/P		CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
710-1	05-85	Entity Processing Code Sheet	FACS Support		M/FA/FM/CAR	
730-11	04-83	Mission Advice of Charge	M/FM/OPA	HB 19, Ch 6	CASU WAREHOUSE	
730-12	11-90	Appropriation/Obligation Control Sheet	M/FM/CMP		M/FM/CMP	
740-2	10-79	Direct Reimbursement Authorization	M/FM/LMD	HB 19, Ch 6	M/FM/LMD	
740-3	06-89	Advice of Budget Allowance	M/FM/FC	HB 19, Ch 2	CASU WAREHOUSE OR AVAILABLE ON WORDPERFEC T MACRO	
750-2	04-74	Coding Sheet for Disbursements and Collections	M/FM/LMD		M/FM/LMD	
750-3	04-74	Coding Sheet for Corrections	M/FM/LMD		M/FM/LMD	
750-6D	04-74	Change a Project Number	M/IRM/PE		M/IRM/PE	
750-6F	04-74	Delete A Function of Funds	M/IRM/PE		M/IRM/PE	
750-6G	04-74	Change a Dollar Equivalent	M/IRM/PE		M/IRM/PE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
750-12	01-77	Coding Sheet for Addresses	M/FM/LMD		M/FM/LMD	
750-14	11-78	Status of Travel Advance Account	M/IRM/TCO		M/IRM/TCO	
760-9	01-87	Statement of Earning and Leave	M/IRM/TCO	HB 27	M/IRM/TCO	Prepared by M/IRM/TCO
760-11	10-90	Leave Record	M/FM/P	HB 27	CASU WAREHOUSE (blank cut)	
760-11B	01-97	Leave Record - Full Time 1997	M/FM/P	HB 27	CASU WAREHOUSE (NCR)	
760-11B(a) (a)	09-97	Leave Record - Part Time 1997	M/FM/P	HB 27	CASU WAREHOUSE (NCR)	
760-13	04-72	Comprehensive Leave Roster	M/FM/P		M/IRM/AS	
760-14A	02-90	Allotment Authorization Transmittal	M/FM/P		M/FM/P	
760-14B	01-80	Bond Authorization Transmittal	M/FM/P		M/FM/P	
760-14D	02-90	SF 50 Transmittal	M/FM/P	HB 19, & HB 27	M/FM/P	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
760-14F	02-90	Tour, FEHBA, Tax, Leave and Other Deduction Transmittal	M/FM/P	HB 19	M/FM/P	
760-14G	02-90	W-2 Address Transmittal	M/FM/P		M/FM/P	
760-14I	05-90	Adjustments Transmittal	M/FM/P		M/FM/P	
760-14J	03-90	Miscellaneous Transmittal	M/FM/P		M/FM/P	
760-14K	02-90	Financial Organization Transmittal	M/FM/P		M/FM/P	
760-14P	02-90	Thrift Savings Plan Election Form	M/FM/P/SM		M/FM/P/SM	
760-14Q	02-90	Thrift Saving Fund Disbursements	M/FM/P/SM		M/FM/P/SM	
760-23	10-92	Travel Schedule and Projected leave Charges	M/FM/P	HB 27, Ch 5	CASU WAREHOUSE	
760-31	10-90	Garnishment of Court- Ordered Child Care or Alimony Payments	M/FM/P	HB 26, Ch 6	M/FM/P	
760-42	01-94	Request for Advance of Pay for Overseas Assignment	M/FM/P	HB 19, Ch 14	M/FM/P	
760-43	04-83	Payroll Change Slip	M/FM/P	HB 19 & HB 27	M/FM/P	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
760-44	08-97	Voluntary Leave Transfer Program - Leave Recipient Application	M/HR/PPIM/PP	ADS 482	CASU WAREHOUSE	
760-45	08-97	Voluntary Leave Transfer Program - Leave Recipient Application	M/HR/PPIM/PP	ADS 482	CASU WAREHOUSE	
760-46	08-97	Voluntary Leave Transfer Program - Transactions	M/HR/PPIM/PP	ADS 482	CASU WAREHOUSE	
760-47	08-97	Voluntary Leave Transfer Program - Manual Log	M/HR/PPIM/PP	ADS 482	CASU WAREHOUSE	
770-1	08-80	Delegation of Obligating Authority	M/FM/CONT	HB 19	CASU WAREHOUSE	
780-16	01-92	Source/Origin /Data Collection Worksheet	M/FM/CMP/DC		M/FM/CMP/DC	
780-17	01-92	Administrative Approval Request	M/FM/CMP/DC		M/FM/CMP/DC	
810-2	10-94	Freedom of Information Cover	M/AS/IRD	ADS 511	M/AS/IRD	
830-3	09-84	Proposal to Charge User Fees for an USAID Publication	M/AS/CPD	HB 18, Pt III, Ch 13	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
830-4	09-84	Computation of User for Secondary Distribution	M/AS/CPD	HB 18	CASU WAREHOUSE	
830-5	10-86	Post-Card Re: Response to Inquires for USAID Publication	M/AS/CPD	HB 18, Pt III	M/AS/CPD	
950-1	07-91	Summary Time Record	IG/PP		IG/PP	
1010-2	11-91	Application for Assistance Under Section 214	BHR/FFP		BHR/FFP	OMB Approval No. 0412-0011
1010-28	01-73	Project Design Summary Logical	POL/CDIE/PE		CASU WAREHOUSE	
1020-28a	01-73	Project Design Local Framework (Supplement)	POL/CDIE/PE		CASU WAREHOUSE	Page 1-4 Supplement
11	11-91	Application for Approval Supplier's Certificate of Commodity Eligibility	M/OP/P	ADS 312	CASU WAREHOUSE	OMB Approval No. 0412-0004
11-83	09-90	Abstract of Bids	M/OP/COMS	HB 15 & HB 11	CASU WAREHOUSE	(USAID Reg. 1)
11-94	06-90	Document Distribution & Shipping Instructions	M/OP/COMS	HB 15	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1120-1	08-91	Program Assistance Approval Document	POL/SP	HB 4, Ch 3, App 3B	CASU WAREHOUSE OR AVAILABLE ON WORDPERFEC T MACRO	
1130-1	02-81	CPI - Commodity Procurement Instruction	M/OP/COMS	HB 4, Ch 5	CASU WAREHOUSE	
1130-2	03-89	FR - Financing Request	M/OP/COMS	HB 4, Ch 5	CASU WAREHOUSE	
1130-2A	03-89	FR - Continuation	M/OP/COMS	HB 4, Ch 5	CASU WAREHOUSE	
1130-3	12-90	DRA - Direct Reimbursement Approval	M/FM/A/PNP	HB 4, Ch 5	CASU WAREHOUSE	
1160-4	12-90	Procurement Authorization	BHR/PVC/IPS	HB 3, App 4E	BHR/PVS/IPS OR AVAILABLE ON WORDPERFEC T MACRO	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1300-1	06-87	Continuation Sheet for PIO's and PA/PR's	M/OP/P	ADS Ref, Train. Dev. Impact Prog., Sec. 3	CASU WAREHOUSE OR AVAILABLE ON NMS	
1330-4	03-89	Project Data Sheet	POL/SP	HB 3, Ch 3, App A	CASU WAREHOUSE	
1330-17	05-79	Limited Scope Grant Project Agreement	GC	ADS 350	CASU WAREHOUSE	
1330-17A	05-79	Project Agreement Amendment	GC	ADS 350	CASU WAREHOUSE	
1330-17B	05-79	Project Agreement-Annex A Project Description	GC	ADS 350	CASU WAREHOUSE	
1330-17C	03-91	Project Implementation Letter (PIL)	GC	ADS 350	CASU WAREHOUSE	
1330-17D	05-79	Project Agreement Standard Provisions Annex	GC	ADS 350	CASU WAREHOUSE	
1380-1	12-79	PIO/P - Project Implementation Order/Participants	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1380-5	06-88	Dependent Certification	G/HCD/HETS	ADS 253, SupRef Sec 3	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1380-14	06-88	Participant English Language Testing Report	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1380-95	06-88	Participant Training Budget Work Sheet	G/HCD/HETS	ADS 253, SupRef Sec 3	CASU WAREHOUSE	
1380-69	06/88	Academic Enrollment and Term Report	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1381-4	07-93	Participant Data	G/HCD/HETS	ADS 253	CASU WAREHOUSE	OMB NO. 0412-0538
1381-6	10-89	Conditions of Training (English Version)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382	10-89	Guide to Medical Fitness Standard for Foreign Applicants (English)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-1	10-89	Medical History & Examination for Foreign Applications (English)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-2	02-92	Guide to Medical Fitness Standards or Foreign Applicants (Spanish)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-3	02-92	Medical History & Examination for Foreign Applicants (Spanish)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1382-4	02-92	Guide to Medical Fitness Standards for Foreign Applicants (Arabic)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-5	02-92	Medical History & Examination for Foreign Applicants (Arabic)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-6	02-92	Guide to Medical Fitness Standards for Applicants (French)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-7	02-92	Medical History & Examination for Foreign Applicants (French)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	
1382-9	06-88	Training Cost Analysis	G/HCD/HETS	ADS 253	CASU WAREHOUSE	OMB No. 0412-0532
1382-10	06-88	Budget Estimate Worksheet (Academic or Technical Cost)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	OMB No. 0412-0532
1382-10A	06-88	Budget Estimate Worksheet (Instructions)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	OMB No. 0412-0532
1382-11	06-88	Proposal Worksheet (Academic or Technical)	G/HCD/HETS	ADS 253	CASU WAREHOUSE	OMB No. 0412-0532
1384-1	02-89	IAP66A Usage Report	G/HCD/HETS		G/HCD/HETS	OMB No. 0412-0535

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1410-14	02-81	Small Business/Minority Enterprise Procurement Review Form	OSDBU	HB 14	CASU WAREHOUSE	
1415-2	05-82	Reacquisition Field Inspection Report	M/OP/PS	HB 16	M/OP/PS	
1415-4	12-81	Final Inspection Checklist (FICL)	M/OP/PS	HB 16	M/OP/PS	
1420-8	01-89	Mailing List Application	OSDBU		OSDBU	
1420-17	12-96	Contractor Employee Biographical Data Sheet	M/OP/P	HB 14	CASU WAREHOUSE	OMB No. 0412-0520
1420-36A	11-96	Cover Sheet - Contract with a U.S. Citizen or U.S. Resident or Personal Service Abroad Cost Rate Agreement	M/OP/P	HB 14, App D	CASU WAREHOUSE	
1420-36B	11-96	Cover Sheet - Contract with a U.S. Citizen or U.S. Resident or Personal Services Abroad Cost Rate Agreement	M/OP/P	HB 14, App D	CASU WAREHOUSE	
1420-40	08-90	Contractor's Release and/or Assignment of Refunds, Rebates, Credits, and Other Amounts	M/OP/PS		M/OP/PS	

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1420-50	05-91	USAID Consultant Approval Registry Information System (ACRIS) Organization and Individual Profile	OSDBU	AIDAR, Subchapter B, Part 705	OSDBU	OMB Approval No. 0412-0506
1420-60	02-86	Financial Management Control Sheet for Contracts and Grants	M/FM/CMP		M/FM/CMP	
1420-61	07-87	Indefinite Quantity Contract (IQC)	M/OP/B		M/OP/PS/SUP	(Inc. FAR & AIDAR Clauses)
1420-62	12-96	USAID Contractor Employee Physical Examination Form	M/OP/E		CASU WAREHOUSE	OMB Approval No. 0412-0536
1420-64	10-94	I.Q.C. Work Order	M/AS/CPD		M/AS/CPD	
1420-66		Contractor Performance Report	M/OP/D		M/OP/D OR AVAILABLE ON WORDPERFECT MACRO	
1440-3	08-90	Contractor's Certificate and Agreement with USAID Contractor's Abstract	M/OP/P	HB 11, Ch 1 & Ch 2	CASU WAREHOUSE	OMB Approval no. 0412-0017
1450-1						

AID FORM NUMBER	REVISIO N DATE	TITLE	REQUIRING OFFICE	AUTHORITY	STOCKED BY OR STORED ON	ADDITIONAL INFORMATION
1450-4	09-90	Supplier's Certificate & Agreement with USAID for Project Commodities	M/OP/P		CASU WAREHOUSE	OMB Approval No. 0412-0020
1450-5	09-91	Cargo Booking Confirmation	M/OP/TRANS		M/OP/TRANS	
1550-1	01-91	Voluntary Agency & Carrier Certificate	BHR/PVS/IPS	ADS 234	CASU WAREHOUSE	
1550-3	03-84	Title II, PL 480 Commodities Annual Estimates of Requirements	BHR/FFP/POD	HB 9, Exh E-1 & 2	BHR/FFP/POD	OMB No. 0412-0014
1550-4	07-92	Commodity Request for foreign Distribution (Voluntary)	BHR/FFP/POD	HB 9	FHA/FFP/POD	OMB No. 0412-0545
1550-6	06-81	Voluntary agency quarterly Report of Shipping Activity	BHR/PVS/IPS		CASU WAREHOUSE	OMB No. 0412-0014
1550-12	07-92	Commodity Request (Title III)	BHR/FFP/POD	HB 9	BHR/FFP/POD	OMB No. 0412-0546

DRCD11\5056s1